**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Gardener and Grounds person</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Estates</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>4</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Senior Gardener</td>
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**Purpose of the Post**

This position is a shared role between the Gardening Team within the Estates Department, and the Sports Grounds team within Active Lifestyle and Sport. The role is divided 50:50 between the two service areas and reports to the Senior Gardener in Estates. The role involves a mix of horticultural work and grounds keeping/sports pitch management.

The Gardening Team at Royal Holloway is responsible for the upkeep of an estate over 150 acres with a wide variety of styles including formal lawns, meadows, woodland, ornamental planting, highway verges, car parks and ponds. The Sports Grounds are responsible for managing high-quality facilities for a range of sporting requirements across campus to enhance student, staff and visitor experience. Both teams play a key role in enhancing the experience of student, staff and visitors on the campus and contributing to the ongoing development of the estate.

**Key Tasks**

**The main responsibilities of the post are:**

To carry out gardening and grounds keeping works to a consistently high standard to maintain, enhance and develop the University estate, as part of, and under the supervision of the two teams involved.

Main duties:

- Works relating to the sports ground facilities including the sports pitches both grass and artificial. Works to include mowing, marking out, pitch preparation, repairs.
- Use of broad horticultural knowledge to undertake with care, the maintenance and preparation of landscape areas of the University grounds to include: pruning, mowing, strimming, planting, tree planting, mulching, hedge cutting, leaf clearance.
- Prepare and plant, shrub beds and mixed borders.
- Assist in re-landscaping areas of the University grounds and delivery of projects, feeding in ideas for new planting schemes.
- The safe operation of all types of horticultural and grounds keeping machinery, including tractors and implements, mowers, hedge cutters, ride on mowers.
- Ensure tools and equipment is kept secure, clean and well maintained.
- Reporting any machinery faults promptly and fill out any necessary associated paper work.
- To be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation.
- Assisting in the delivery of the student volunteer scheme Love Your Campus which may include supervision of Volunteers
- Undertake and utilise training and development to enhance working skills and knowledge of self and team.
- To carry out gritting, salt spreading, snow clearing around the College in line with the Estates contingency plans.
- To keep the borders, thoroughfares and highway footpaths clear and free from litter at all times.

**Health and Safety:**

- Adhere to all current health and safety legislation and the Universities internal health and safety policies.
- Report any faulty appliances, damaged equipment or any potential hazard.
- Promote safe working practices at all times.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.